



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

Position: Tax Policy Specialist 2 In Training (Legal)
Division: Legislation & Policy

Location: Olympia
Notice: 41096-OC

Opens: May 11, 2006
Closes: May 25, 2006

The position may be hired at the Tax Policy Specialist 1 or Tax Policy Specialist 2 level.

Primary Duties:

Participate in the Department's state legislative program by researching, analyzing and tracking proposed legislation and drafting legislation and amendments for various tax programs. Using legal analysis skills, function as lead analyst for legislative bills which include analyzing proposed and formally introduced legislation, writing documents and reports, identifying technical and policy issues, communicating such issues to legislative staff, drafting letters to legislators outlining concerns and opposition, drafting amendments under the direction of senior level division management, and drafting memos to the Governor and OFM recommending signature, veto, or partial veto of bills approved by the legislature. Prepare testimony and testify in front of legislative committees when needed. Assist with the formation and development of tax related proposals generated by OFM/Office of the Governor and provide technical assistance for the development of models to demonstrate or present proposals.

Analyze federal legislative and other national tax policy issues and proposals, coordinating as appropriate with various national organizations.

Coordinate and facilitate interdivisional teams for the purpose of implementing new legislation. Monitor progress of implementation to ensure that operational and administrative policy changes are followed. Propose changes to agency policies during the implementation process to ensure administrative changes are consistent with the goals and mission of the agency. Assist in the planning and development of mechanisms to measure revenue impacts of new legislation as it relates to internal and external behavioral changes.

During the Legislative Session, using legal analysis skills, function as lead analyst for purpose of researching and identifying administrative impacts of legislation and preparing summaries of legislation for internal and external customers. During the interim, using legal and program analysis skills, provide information on tax administration and department processes and make recommendations to assist drafters in forecasting possible administrative impacts of proposed or draft legislation.

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Working Together to Fund Washington's Future

Provide formal responses to correspondence received by the Office of the Governor and the Department of Revenue from constituents regarding tax related matters. Assist with legislative constituent enquiries. Provide technical advice, legal analyses, and interpretation of tax policy to other state agencies, local governments, association groups, and other affected taxpayers or groups. Perform other duties as assigned.

Compensation (Tax Policy Specialist 1):

\$3234-\$4141 per month (Range 51), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Compensation (Tax Policy Specialist 2):

\$3846-\$4924 per month (Range 58), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Qualifications (Tax Policy Specialist 1):

Admission to practice law in the State of Washington; or graduation from an accredited school of law and current admission to practice before the highest court of a state.

Qualifications (Tax Policy Specialist 2):

Admission to practice law in the State of Washington; or graduation from an accredited school of law and current admission to practice before the highest court of a state.

AND

One year as a Tax Policy Specialist 1; or two years experience as hearings examiner in a governmental agency, assistant attorney general, or practice as an attorney.

An LL.M. or Master's degree in taxation or closely allied field will substitute for one year of experience.

Examination (Tax Policy Specialist 1):

The examination will consist of a review of your training, experience, and demonstrated skills in writing, policy analysis, and state and local tax issues. Using a separate cover letter to tell us about your abilities in each of these skill areas.

1. Writing: Describe the training, work or volunteer experience, and key accomplishments that best demonstrate your writing skills. Specify the types of documents you have written and the general frequency with which you produced those documents. What were the issues involved, and for whom did you write? Attach a sample of something you have written that best demonstrates your ability.

2. Policy Analysis: Describe the training, work or volunteer experience, and key accomplishments that best demonstrate your skills at analyzing the policy dimensions or implications of a substantive issue. Explain how your training and experience have given you an understanding of how policy is made at the state and local government level. Also briefly describe what you believe are the current trends in government policy making.

3. State and Local Tax Issues: Describe the training, work or volunteer experience, and key accomplishments that best demonstrate your knowledge of state and local taxation issues. Specify any experience or coursework involving the tax laws of the state of Washington, as well as the property and sales taxes of other states.

To complete the examination be sure that your state application includes the work or paid experiences you cite in the cover letter. Also attach a law school transcript, along with the sample of your writing.

Examination Tax Policy Specialist 2:

In addition to completing your application for minimum qualifications, please provide responses to all information requested in each item on additional sheets of paper. Number your responses to correspond with each item listed, place your name on all sheets, and attach the sheets to your completed WA State Application form. Keep a copy of your responses. You may be asked to provide them if contacted for an interview.

EDUCATION:

1. Are you admitted to practice law in the State of Washington? Or, have you graduated from an accredited school of law and been admitted to practice before the highest court of any state? If yes, specify the school, date graduated, and state.

2. List any graduate degrees successfully completed with a major in taxation, business, economics, or public administration. For each, specify type of degree, major subject area, school, and date completed.

3. If you do not have a graduate degree with emphasis in taxation, list any law school or other graduate courses you have completed in taxation, business law, or the legislative process. For each course, specify title, school, and year completed.

EXPERIENCE:

For the items below, list the jobs in which you performed the work described. For each job, specify your title, employer, and number of months performing the work. Please provide any other information requested in each item.

4. Performing professional legal research, analysis, and writing. Briefly describe the types of research, analysis, and writing you performed on each job. Give examples of documents you produced that demonstrate your ability to research and develop facts and arguments (i.e. not "boilerplate" documents). Also list any articles you have written and published in professional legal journals. Specify title, topic, and journal.

5. Using oral communications skills to persuade or advocate for positions in a legal context. For each job, briefly explain typical projects and your role.
6. Using oral communications skills to teach, train, or inform others. Examples include teaching college courses, conducting professional workshops or seminars, or giving formal presentations to community or organizational groups. Briefly describe up to three different examples that best demonstrate your skills. For each, specify topic, audience, your role, and approximate dates.
7. In a professional capacity, using your knowledge of local, state, or federal tax laws to advise or assist others (i.e. as an attorney, accountant, or other professional). For each position, briefly explain the types of tax laws involved, and your role.

How to Apply:

Completed applications include letter of interest, examination responses, resume and state application. State applications are available at the following web address:

<http://hr.dor.wa.gov/forms/stateapp.doc> A State Application form must be filled out completely. **All applications must be received by 5:00 PM of the closing date of the bulletin. If you have completed the exam and are on either the Tax Policy Specialist 1 or Tax Policy Specialist 2 Legal register you do not have to re-take the exam.**

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

This position is covered by a collective bargaining agreement between the Department of Revenue and the Washington Public Employees Association (WPEA), which contains a "union security" provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status. Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.

